

Crime and Disorder Scrutiny Panel

Thu 4 Oct
2012
6.30 pm

Committee Room 2
Town Hall
Redditch



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Crime and Disorder Scrutiny Panel

Thursday, 4 October 2012

6.30 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs: Andrew Brazier
(Chair)
Joe Baker
Brandon Clayton

Pattie Hill
Roger Hill

1. Apologies and named substitutes	To receive apologies for absence and details of any Councillor (or co-optee substitute) nominated to attend this meeting in place of a member of this Committee.
2. Declarations of interest and of Party Whip	To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip.
3. Minutes (Pages 1 - 8)	To confirm the minutes of the previous meeting of the Crime and Disorder Scrutiny Panel as a correct record. (Minutes attached).
4. North Worcestershire Community Safety Partnership Performance Framework - Redditch	To consider the performance tables for the North Worcestershire Community Safety Partnership Framework for Redditch from between July 2011 and July 2012 and to propose recommendations for further action based on the report if deemed necessary. (Reports to follow) (No Specific Ward Relevance);
5. North Worcestershire Community Safety Partnership (Pages 9 - 38)	To consider the contents of the minutes of the shadow meeting of the North Worcestershire Community Safety Partnership on 3rd July 2012, and the Partnership's draft terms of reference. (Minutes and terms of reference attached) (No Specific Ward Relevance);
6. Police and Crime Commissioners	To receive an update on arrangements for the Police and Crime Commissioner elections to be held on 15th November 2012 and of the implications for Redditch. (Verbal Report) (No Specific Ward Relevance);

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7. Referrals

To consider any referrals to the Crime and disorder Scrutiny Panel direct; or arising from:

- the Overview and Scrutiny Committee;
- the Executive Committee or full Council;
- other sources.

8. Work Programme

To consider the Panel's current Work Programme, and any potential items for addition.

(Work Programme attached)

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9. Exclusion of the Press and Public

Should it be necessary, in the opinion of the Borough Director, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:

“That, under S.100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act”.

These paragraphs are as follows:

Subject to the “public interest” test, information relating to:

- Para 1 – any individual;
- Para 2 – the identity of any individual;
- Para 3 – financial or business affairs;
- Para 4 – labour relations matters;
- Para 5 – legal professional privilege;
- Para 6 – a notice, order or direction;
- Para 7 – the prevention, investigation or prosecution of crime;

and may need to be considered as ‘exempt’.



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MINUTES

Present:

Councillor Andrew Brazier (Chair), and Councillors Joe Baker, Pattie Hill and Roger Hill

Also Present:

Sheila Blagg (co-opted as Chair of the West Mercia Police Authority)

Officers:

Angie Heighway and Judith Willis

Committee Services Officer:

Michael Craggs

31. APOLOGIES AND NAMED SUBSTITUTES

Apologies were received from Councillor Brandon Clayton.

32. DECLARATIONS OF INTEREST AND PARTY WHIP

There were no declarations of interest nor of any party whip.

33. MINUTES

RESOLVED that

the minutes of the meeting of the Panel held on Wednesday 11th April 2012 be approved as a correct record and signed by the Chair.

.....
Chair

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34. REDDITCH COMMUNITY SAFETY PARTNERSHIP PERFORMANCE FRAMEWORK - QUARTER FOUR

The Panel received an overview of the 2011/12 quarter four performance tables for the Redditch Community Safety Partnership Framework. It was explained that the Framework had been developed as part of the Partnership's remit to develop an annual strategic assessment. The Framework therefore had been operating as a rolling assessment and was split into the Partnership's four priority areas: protecting communities; reducing re-offending and restorative justice; safer streets and places; and secure homes.

The Panel were led through the crime figures for each of the four priority areas:

Protecting Communities

The number of recorded offences within this priority area was generally mixed between the different crime types. There was, however, some concern over the rise in recorded offences for racially or religiously aggravated offences since the previous quarter and compared to the same point the year before. While it was thought that this could perhaps be attributed to some unrest in some of the minority ethnic communities, it was felt that the figures also suggested that there was increased confidence amongst affected residents in reporting these incidents to the police.

For forthcoming meetings, Members requested a further breakdown of hate crimes that had been reported to local authorities to enable them to develop a greater appreciation of any underlying trends. Officers explained that victims of crime would sometimes turn to their local authority if they felt unsure about going to the police, especially if they feel that there could be any repercussions. The Council can therefore help the victim where they can but are under legal obligation to refer any serious matters to the police.

In terms of rising figures for crimes with vulnerable adult interest marker, the Panel heard that a new specific group had been set up to focus on this and to help ensure that, not only were the figures reduced, but that no appalling cases that had occurred in other parts of the country would also take place in Redditch.

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Regarding the highlights under this priority area, Members heard that Operation STAYSAFE was working successfully in terms of keeping vulnerable young people safe from harm.

Reducing Re-offending and Restorative Justice

Again, the crime figures for this priority area were generally mixed. The Partnership was obligated to look at this area of crime hence it was one of the four partnership priority areas.

Officers understood that a 'unique offence' referred to a crime committed by a first-time offender, although clarification on its exact definition would be provided for Members information.

Responding to Members concern that there was a consistent number of offenders who committed four or more offences in twelve months, Officers explained that a Prolific Offenders Group had been set up to address this.

Safer Streets and Places

Crime figures under this partnership priority area were generally improving compared to the same quarter in 2010/11, although criminal damage figures were consistently worsening each quarter. This was part attributed to the large open design of the town. A local tasking group had recently been established to tackle this ongoing problem.

Under the associated projects, Officers informed the Panel that they were finding it difficult to obtain data, particularly from the health service, which would explain exactly where incidents alcohol related violence was taking place. Members felt it was crucial that the police had the necessary information on incidents of crime that were taking place in the hospital setting for them to identify patterns, although it was reported that data sharing was slowly improving.

Elsewhere, Members requested that a more detailed breakdown of figures under interpersonal violence and criminal damage be provided at forthcoming meetings.

Secure Homes

Members again expressed concern about the criminal damage figures having noted that these were consistently higher quarter

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on quarter compared to the previous year. Elsewhere, figures were lower under this priority area.

In terms of the highlights, the Panel was informed that there had been a substantial increase in referrals for the Home Security Project during 2011/12. Also, the Community Safety and Housing teams were working together to secure communal entrances in multi-occupied blocks, with a new project forthcoming in Batchley. This scheme applied to both Council and private properties.

Moving forward, the Panel heard that the shadow North Worcestershire Community Safety Partnership were still to agree how crime data would be presented in future as it was still in the process of developing its strategic assessment, although it was anticipated that separate action plans would be created for each of the three districts and that issues and data would continue to be specific to each area.

However, it was uncertain to what extent future funding and structure changes following the election of the Police and Crime Commissioners (PCCs) would impact on crime data collecting and priority setting. It was commented that the more local community safety partnerships worked together along shared priorities, the more likely that the PCC would commission funding to support this when elected.

RESOLVED that

- 1) Officers provide a detailed breakdown of the hate crime reports that had been received by the Council for future meetings; and**
- 2) the report be noted.**

35. NORTH WORCESTERSHIRE COMMUNITY SAFETY PARTNERSHIP MEETING - 3RD JULY 2012

The Panel was informed that Sue Hanley, Deputy Chief Executive of Redditch Borough Council and former Chair of the Redditch Community Partnership, had been elected as the new Chair of the North Worcestershire Community Safety Partnership (NWCSP) at its inaugural meeting on 3rd July 2012. Linda Collis, Director of Community Wellbeing and Environment, Wyre Forest District Council, had been elected as Vice-Chair.

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The NWCSP received a presentation updating them on the development of the new Sexual Assault Referral Centre (SARC) at Bransford, near Worcester. The Panel was praised for its earlier role in supporting this development. Officers agreed to circulate the presentation amongst the Panel.

Members heard that draft terms of reference had been circulated amongst the NWCSP membership for consideration. Once agreed, the final terms of reference would be sent for Home Office approval for final ratification.

Regarding the future scrutiny arrangements, the NWCSP was informed that it would be expected to feedback to the individual Crime and Disorder Scrutiny Panels. The reporting mechanisms were still to be agreed.

The NWCSP was informed that it was to be made responsible for advising the public on the PCC elections that were due to take place in November.

Overall, the first meeting of the NWCSP was described as very positive.

RESOLVED that

the reported be noted.

36. NOTES OF THE REDDITCH COMMUNITY SAFETY PARTNERSHIP MEETINGS

Members received the minutes from the Redditch Community Safety Partnership meetings of 21st March and 29th May 2012, of which the latter was the Partnership's final meeting.

Regarding the meeting of 21st March, Officers explained that Worcestershire Regulatory Services had taken over responsibility for licensing arrangements in Redditch. Members requested further information on the areas which these responsibilities covered and whether there were any community safety implications.

The Panel was very interested in what was being done to protect all vulnerable young people in Redditch from sexual exploitation. They were informed that the police had been struggling to obtain up-to-date information for a number of years on exactly where potentially vulnerable young people might be located, especially when private care homes did not previously have to inform local authorities that

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they were operating. However, this was soon expected to change following the release of a cross party Parliamentary report. It was therefore expected that the police could be more proactive in protecting vulnerable young people in the coming years.

On a related issue, Members held concerns about Criminal Records Bureau (CRB) checks for people wanting to work with young people as it was felt that these could often become out of date and therefore invalid.

RESOLVED that

the minutes of the Redditch Community Safety Partnership Board meetings on 21st March and 29th May 2012 be noted.

37. REFERRALS

There were no referrals.

38. WORK PROGRAMME

Members considered the Panel's Work Programme and noted that there were currently no agenda items scheduled for future meetings. However, the Panel was informed that it would be able to receive the minutes from future meetings of the NWCSP. This would give Members a much clearer idea of the Partnership's priorities moving forward.

Members expressed an interest in having an in-depth look at the rise in reported figures for criminal damage at their next meeting. Officers agreed to facilitate this and suggested that this should take place under confidential session.

It was suggested that Members contact Officers if they had any further items to be included on the Panel's work programme. Members were also invited to head out with the Community Safety Officers to see for themselves what was being done to help ensure that Redditch remained a safe place to live.

It was confirmed that future meetings would start at 6.30pm.

RESOLVED that

- 1) Officers to provide a detailed breakdown on the figures for criminal damage in Redditch for the next meeting;**

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- 2) The minutes of North Worcestershire Community Safety Partnership meetings be included on the Work Programme as a regular item and
- 3) The Work Programme be noted.

The Meeting commenced at 7.00 pm
and closed at 8.15 pm

Document is Restricted

North Worcestershire Community Safety Partnership

TERMS OF REFERENCE AND OPERATING PROTOCOLS

JULY 2012

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North Worcestershire Community Safety Partnership

Terms of Reference and Operating Protocols

July 2012

1. Name and Geographical Area

The name of the merged Community Safety Partnership (CSP) for Bromsgrove District, Redditch Borough and Wyre Forest District is the **North Worcestershire Community Safety Partnership**, established in2012 to meet the requirements of the Crime and Disorder Act 1998 as amended.

The North Worcestershire Community Safety Partnership (CSP) covers the whole area within Bromsgrove, Redditch and Wyre Forest Councils' administrative boundaries. (Map shown at Appendix 1).

2. Requirements of the Crime and Disorder Act (1998) and Subsequent Amendments

The Crime and Disorder Act (1998), amended by the Police Reform Act (2002), makes it clear that the duty to carry out audits and develop strategies to reduce reoffending, tackle crime and disorder, anti social behaviour, alcohol and substance misuse and any other behaviour which has a negative effect on the local environment rests with **Responsible Authorities (RA)**. These responsible authorities include:

- In multi-tier authority areas the District Council and County Council
- Police
- Police Authority (until 22 November 2012)
- Health (primary care trusts until 31 March 2013 and clinical commissioning groups after this)
- Probation

Other agencies and organisations form the North Worcestershire CSP as either **Co-operating Bodies (CB)** or **Invitees to Participate (IP)** as defined by Section 5 (2) and Section 5 (3) of the Act respectively.

3. Purpose of the North Worcestershire CSP

To provide a strategic and co-operative approach between agencies and communities within North Worcestershire to address local community safety issues and achieves the Partnership's vision of 'Keeping North Worcestershire a safe place to live, work and visit.'

This vision is underpinned by the following:

- To address the wider causes of crime and fear of crime.
- To encourage community cohesion.

- To reduce alcohol related harm.
- To identify opportunities to reduce substance misuse and re-offending.
- To promote a community where domestic abuse and the fear of domestic abuse is not tolerated.
- To promote a community where hate crime is unacceptable and those victims of hate crime are supported.
- To provide effective, strategic leadership generating effective partnership working.
- To deliver measurable outcomes.

4. Aims of the North Worcestershire CSP

The aims of the North Worcestershire CSP are:

- To fulfil the obligations set out in the Crime and Disorder (1998) and subsequent legislative changes.
- To promote integration of Community Safety Plans into mainstream policies and services.
- To agree specific targets for improving Community Safety.
- To review achievements against targets and take appropriate action.
- To consider the annual assessment of Crime and Disorder trends and its impact on Community Safety strategy.
- To promote effective co-ordination of Community Safety activities.
- To promote information sharing and best practice in Community Safety.
- To promote the work of the CSP and its projects in the media and community as appropriate.
- To identify and explore opportunities to attract funding.
- To lead or support bids for funding.
- To promote continuing consultation on Community Safety.

5. Structure of the North Worcestershire

Community Safety in Worcestershire is structured in three tiers, each with its own remit and responsibilities but interrelated in achieving goals. The North Worcestershire CSP is managed strategically by the Worcestershire Safer Communities Board (SCB). Appendix 2 provides a structure chart showing the partnership links and responsibilities.

The three tiers are:

1. The **Safer Communities Board**: provides strategic level leadership and co-ordination of cross cutting community safety activity in Worcestershire.
2. The **North Worcestershire CSP**:
 - Monitors and evaluates the implementation of the Partnership Plan for the districts of Bromsgrove, Redditch and Wyre Forest.
 - Submits bids for external funding to support delivery of the Partnership Plan.
 - Links the work of the CSP to other bodies whenever required.
 - Identifies support required by the CSP to progress the delivery of the Partnership Plan.
3. a) **Community Safety Operational Groups** in Bromsgrove, Redditch and Wyre Forest report directly to the North Worcestershire CSP and are responsible for delivering the actions and outcomes identified by the North Worcestershire Community Safety Partnership Plan. Project Leaders can be appointed by its Chair to head up individual projects as required.
- b) The **North Worcestershire Hate Incident Partnership** (NWHIP) and the **Safeguarding Adults Groups** are responsible for delivering activities that affect the most vulnerable people in our communities. These groups will feed into the local Community Safety Operational Groups.

6. Review of Terms of Reference

The North Worcestershire CSP will regularly monitor and review its Terms of Reference in the light of changing circumstances. In any event, the Terms of Reference will be reviewed formally every two years.

7. Financial Procedures and Protocols

- It shall be the duty of the Chairs of the local Community Safety Operational Groups in partnership with the Community Safety Manager or equivalent to regulate and control any finances allocated to the respective district areas prior to the establishment of the North Worcestershire CSP.

- Any community safety grant awarded following its formal adoption will be allocated by the North Worcestershire CSP.
- Redditch Borough Council and Wyre Forest District Council will act as custodians of North Worcestershire CSP funds which under the Local Government Finance Act and Accounts and Audit regulations will be incorporated into their accounts.
- The Local Authority Community Safety Manager or equivalent shall be responsible for supervising the financial arrangements and reporting on all financial matters.
- All bids and claims for external funding will be approved by the North Worcestershire CSP.
- North Worcestershire CSP will seek to pro-actively commission projects and will establish a methodology for receiving and evaluating funding bids.

8. Operation of the North Worcestershire CSP

Key Responsibilities

- Compliance with statutory requirements of the Crime and Disorder Act (1998), subsequent legislative amendments to the act and any other applicable legislation.
- To ensure close and effective working relationships with the Worcestershire Drug and Alcohol Action Team (DAAT) and the South Worcestershire CSP are maintained and enhanced.
- To be responsible for the development of the Partnership Plan and ensure that sufficient resources are allocated and aligned for delivery of its outcomes.

Criteria for Membership

Organisations should:

- Be a '**responsible authority**' (**RA**) a '**co-operating body**' (**CB**) or an '**invitee to participate**' (**IP**) as defined by the Crime and Disorder Act (1998) or subsequent legislative amendments or have a strategic responsibility for community safety related issues.

The representative from an organisation should be able to:

- Commit human and financial resources and be able to effect organisational change to address blockages, problems and barriers to effective delivery. It is therefore recommended that the level of representation should be at Chief/Senior Officer level.

Membership of the North Worcestershire CSP

The following organisations are members of the North Worcestershire CSP:

- Bromsgrove District Council (RA)
 - Hereford and Worcester Fire and Rescue Service (RA)
 - Redditch Borough Council (RA)
 - West Mercia Police (RA)
 - West Mercia Police Authority (RA) (until 22 November 2012)
 - West Mercia Probation Trust (RA)
 - Worcestershire County Council (RA)
 - Worcestershire Primary Care Trust (RA) (Until 31 March 2013 and Clinical Commissioning Groups after this)
 - Wyre Forest District Council (RA)
 - Bromsgrove and Redditch Magistrates Bench Chair (IP)
 - Chairperson of the Community Safety Operational Group for Bromsgrove (IP)
 - Chairperson of the Community Safety Operational Group for Redditch (IP)
 - Chairperson of the Community Safety Operational Group for Wyre Forest (IP)
 - Chairperson of the North Worcestershire Hate Incident Partnership (IP)
 - Herefordshire and Worcestershire Youth Offending Service (IP)
 - HMP Hewell (IP)
 - Kidderminster Magistrates Bench Chair (IP)
 - Portfolio Holder for Community Safety for Bromsgrove District Council (IP)
 - Portfolio Holder for Community Safety for Redditch Borough Council (IP)
 - Portfolio Holder for Community Safety for Worcestershire County Council (IP)
 - Portfolio Holder for Community Safety for Wyre Forest District Council (IP)
 - Victim Support (IP)
 - Worcestershire County Association of Local Councils (IP)
 - Worcestershire DAAT (IP)
 - Worcestershire Regulatory Services (IP)
 - VCS organisation to be invited (IP)
- Membership of North Worcestershire CSP will consist of one nominee (and a named substitute) from each of the above organisations.
 - Project Managers will be invited to attend as required.
 - The Chairperson may invite other agencies and/or officers as required depending on the nature/content of the meeting.

New Members

- Additional members may join the North Worcestershire CSP on agreement and formal resolution by members.

Meetings

- Meetings will be held on a quarterly basis.

- All members shall have one nominee on the partnership, although they may bring professional advisors to the meeting with the agreement in advance of the Chairperson.
- All members of the partnership are encouraged to aim for 100% attendance at meetings. Substitutes must have sufficient authority to represent/commit resources on behalf of their organisation.

Chairperson and Vice Chairperson

- The partnership will elect a Chairperson and Vice Chairperson who will each have a term of up to two years and stand for re-election at the end of each two year period.
- Eligibility for the role of Chairperson and Vice Chairperson is restricted to the representatives of the Responsible Authorities only.

Decision Making

- North Worcestershire CSP will work to agree all decisions by consensus. However, if this is not possible decisions will be agreed by simple majority. For the purposes of transparency 11 members (six of which must be responsible authorities) will be considered quorate.
- Only one nominee from each organisation will be entitled to vote.

Other Responsibilities

- To identify the training and support needs of members to ensure the necessary skills exist within the partnership to deliver its core functions.
- To monitor performance in relation to local, regional and national targets and ensure this information is available to be reported to the SCB.
- To provide updates to the Local Strategic Partnerships as required and provide representation at its board meetings when requested.
- To represent the North Worcestershire CSP as appropriate at local, regional and national forums.
- To identify opportunities to improve data collection and analysis.

Scrutiny Arrangements

- Under Sections 19 to 20 of the Police and Justice Act (2006) North Worcestershire CSP will be subject to the scrutiny arrangements in place for each of the Local Authorities within its operating area.
- With adequate notice members of the North Worcestershire CSP will make themselves available to the district/county Scrutiny Committee to provide information or answer questions on the work of the CSP in the appropriate area.

Delegation of Responsibilities

The North Worcestershire CSP Chairperson is responsible for:

- Representing the interests of the North Worcestershire CSP at meetings, seminar and other functions.
- Voting for or agreeing to supporting projects that underpin the delivery of the Partnership's Plan and operational priorities.
- Chairing regular quarterly meetings of the Partnership.
- Calling extra-ordinary meetings of the Partnership or the Operational Groups when necessary.
- In the absence of the Chairperson, the Vice Chairperson will assume these responsibilities and be able to represent the North Worcestershire CSP.
- Support Officers can represent the North Worcestershire CSP as needed but cannot assign or reassign funding to projects without prior agreement from the CSP. Neither can they alter or amend plans or outcomes without consulting the Chairperson/Vice Chairperson.
- The Community Safety Managers or equivalent across Bromsgrove, Redditch and Wyre Forest will meet regularly to co-ordinate the North Worcestershire CSP and support the Chairperson of the Partnership in agenda setting and fulfilling his/her responsibilities.
- The Community Safety Managers or equivalent will ensure that the interests of the North Worcestershire CSP and their local Operational Groups are fully represented at meetings and other functions.

9. Community Safety Operational Groups

Key Responsibilities

- To be responsible for the effective delivery of the North Worcestershire Partnership Plan and to report directly to the North Worcestershire CSP and its Chairperson.
- To work with partners to co-ordinate responses to tackle any predicted or emerging issues and to monitor the performance of actions and projects in relation to these responses.

Criteria for Membership

- There is a core of organisations and individuals that may be requested to attend and are selected depending on nature/content of the Operational Group meeting.
- Membership for these groups will vary from district to district depending on the need for that area.

- All Operational Group meetings will include the attendance of representatives from the responsible authorities.
- Each Operational Group will have agreed terms of reference available for submission to the North Worcestershire CSP on request.

Financial Procedures and Protocols

- It shall be the duty of the Chairperson and Community Safety Manager or equivalent to regulate and control the finances allocated to the Operational Group. The Community Safety Managers or equivalent shall be responsible for supervising the financial arrangements and for reporting on all financial matters.
- Redditch Borough Council and Wyre Forest District Council will act as custodian of Partnership funds which, under the Local Government Finance Act and Accounts and Audit regulations, will be incorporated into their accounts.
- All new bids and claims for funding will be approved by the North Worcestershire CSP where relevant.

10. Performance Management

The North Worcestershire CSP will be responsible for ensuring an effective performance management framework is in place in order to monitor and evaluate its work and outcomes.

The North Worcestershire CSP will:

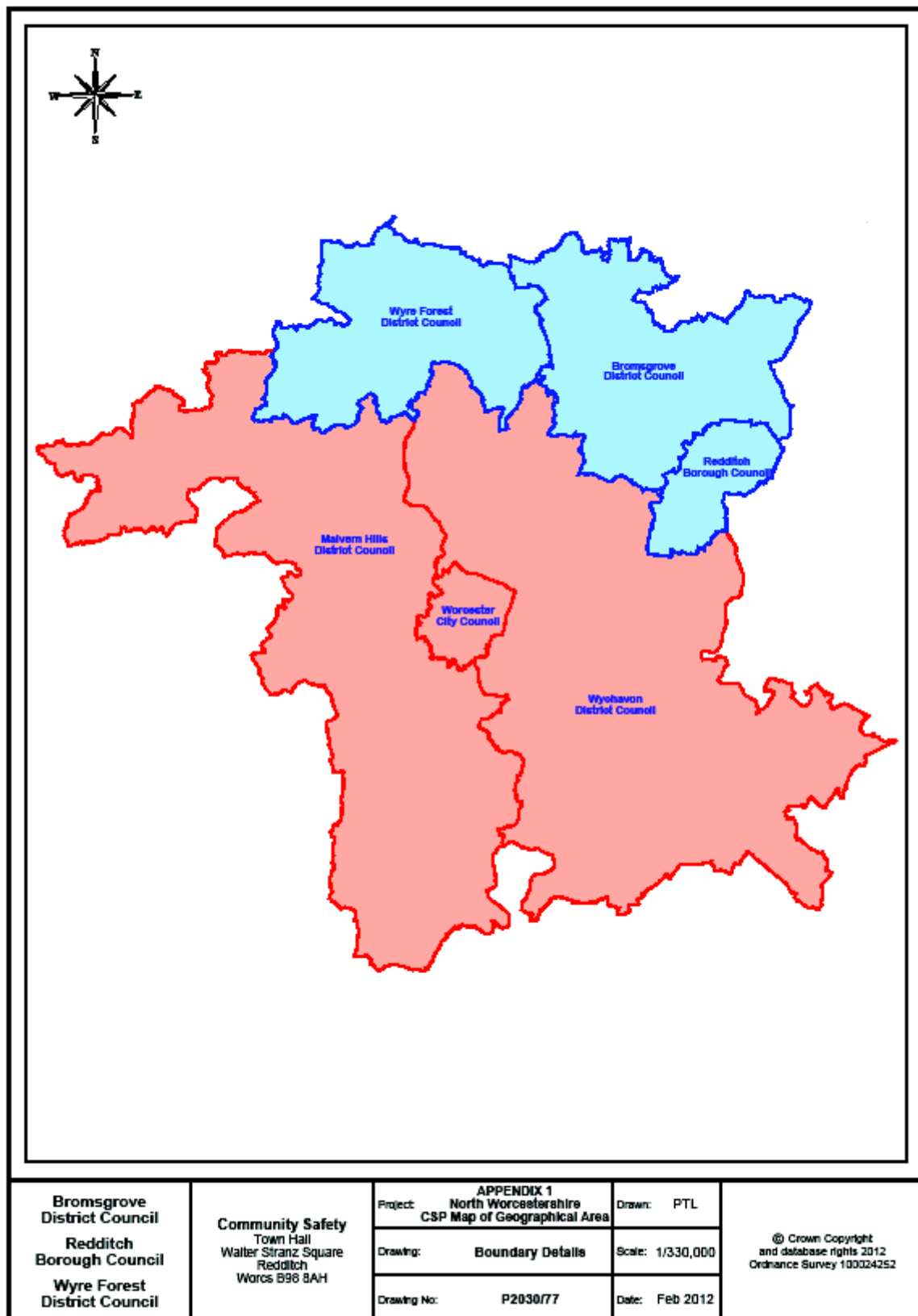
- Oversee the implementation of the North Worcestershire Community Safety Partnership Strategic Assessment.
- Implement, monitor and review the North Worcestershire Community Safety Partnership Plan and assess the delivery of associated projects and milestones.
- Monitor and assess the value for money of community safety activities in North Worcestershire.
- Receive high level performance reports from each of the Operational Groups and actively scrutinise the work of the groups and all associated projects, promoting change and challenging convention where necessary.
- Report the North Worcestershire CSP performance to the Worcestershire SCB via the Policy and Commissioning Group as part of the countywide community safety performance framework.

11. Communications

- A Communications Strategy should provide an effective way of informing the local community and stakeholders of the work of the North Worcestershire CSP and provide consistent messages from its partners.
- Appendix 3 is the North Worcestershire CSP Communications Strategy - Operating Protocols.
- The strategy details the operating protocols for internal and external communications for North Worcestershire, the Operational Groups and branding and marketing of the North Worcestershire CSP.
- Ultimately the Chairperson of the North Worcestershire CSP will be responsible for ensuring that communications are generated and released on behalf of the partnership.

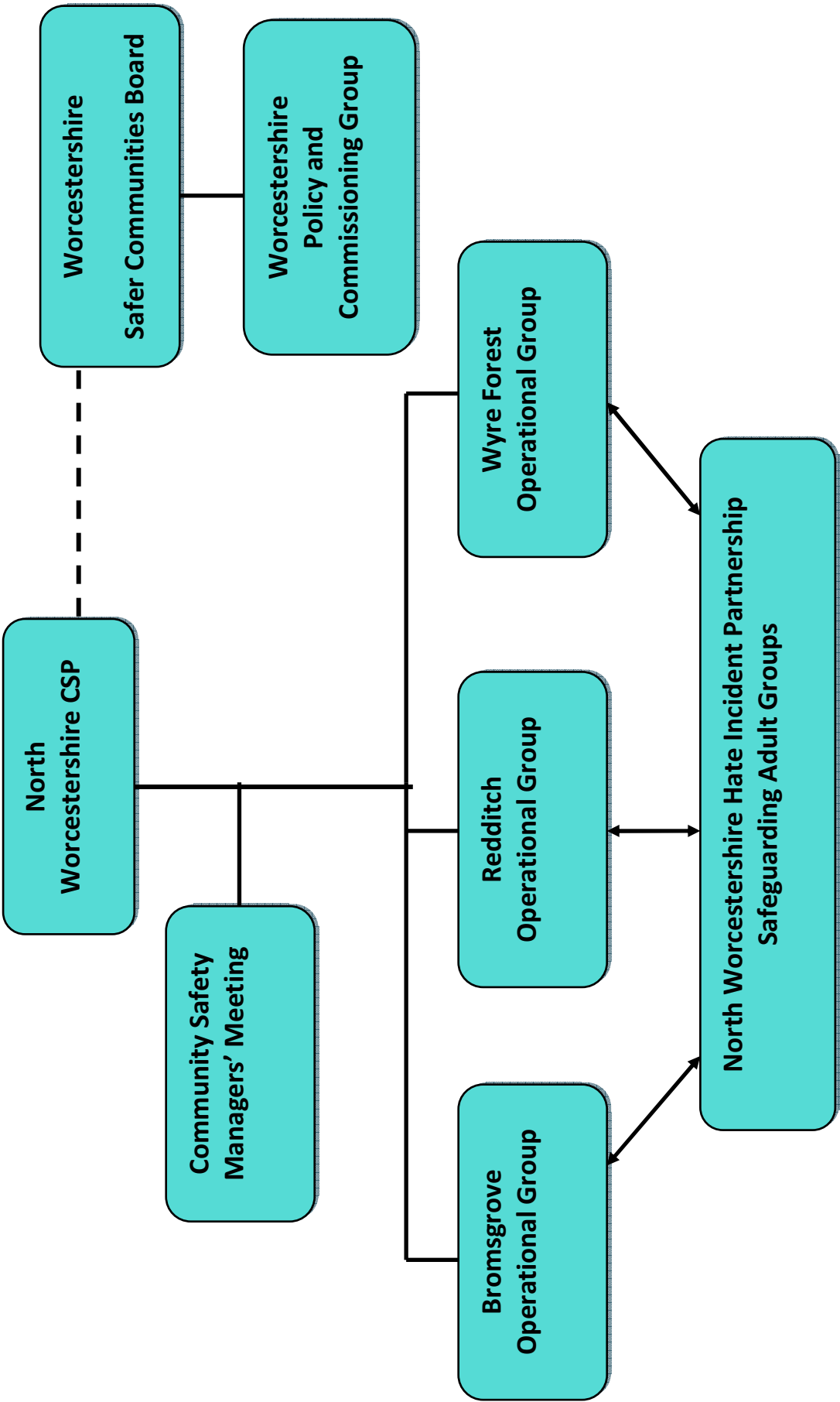
APPENDIX 1

Map of the Geographical Area covered by the North Worcestershire CSP



APPENDIX 2

North Worcestershire CSP Structure Chart



APPENDIX 3

North Worcestershire CSP Communications Strategy - Operating Protocols

Channels of Communication

- It is suggested that the current communications channels (internal and external) available across North Worcestershire are mapped by the Community Safety Managers or equivalent across Bromsgrove, Redditch and Wyre Forest.
- The North Worcestershire CSP will agree the most appropriate communications channels to transmit key messages to its audiences.
- Possible channels include:
 - Publications e.g. newspapers, internal newsletters
 - Annual reports, business plans, research and evaluation reports
 - Media including TV and radio
 - Websites
 - Events
 - Word of mouth, public meetings, presentations, focus groups
 - Marketing materials e.g. leaflets, posters and brochures

Roles and Responsibilities

- In the interest of consistency and professionalism all communications will be co-ordinated through the Community Safety Managers or equivalent in conjunction with the Chairperson of the North Worcestershire CSP and/or the Chairperson of the Operational Groups where appropriate.
- Community Safety Managers or equivalent will ensure that relevant partner agencies are given the opportunity to comment on all communications before general release. Partners will be asked to ensure they comment within a timely manner to ensure the release meets press deadlines.
- Partners will agree to share information and knowledge that may be of mutual benefit.
- Partners will agree to keep each other fully informed of any issues which may affect each other, for example press interest in a particular story.
- Partners will agree to notify each other of any campaigns, publications etc. which may be of mutual interest.

Press Releases

- All North Worcestershire CSP press releases must include a short quote from the Chairperson and where appropriate and beneficial additional quotes should be included from key partners.

- All press releases must be signed off by the Chairperson or the Vice Chairperson in advance of circulation for release.
- The Operational Groups may issue press releases where a project has solely been delivered in their respective district. Where this is the case a press release must include a quote from the North Worcestershire CSP Chairperson and the Operational Group Chairperson. Both parties must have signed off the press release before its circulation.
- A draft copy of the press release should be sent to the Community Safety Managers or equivalent who will liaise with the North Worcestershire CSP Chairperson for endorsement.
- The Community Safety Managers or equivalent will then advise the partner(s) issuing the press release of any comments or additions that the Chairperson may wish to be considered for inclusion.
- Following any required revision, the partner(s) can then forward the press release to the local media, ensuring the Chairperson is advised of any photo-call opportunity.
- Press releases must be issued on North Worcestershire CSP headed paper.
- A copy of the issued press release must be given to the Community Safety Managers or equivalent for file and audit purposes.

Resources

- The North Worcestershire CSP will agree the allocation of pooled resources for joint CSP communications activity. It is anticipated that North Worcestershire CSP projects will be identified at the beginning of the financial year, which will support forward planning of communications related activity.

Branding and Marketing

- The North Worcestershire CSP is developing a logo to be used for all branding related activities. It has also adopted the strap line 'North Worcestershire Community Safety Partnership – Keeping North Worcestershire a safer place to live, work and visit.'
- Operational Groups will use the North Worcestershire CSP logo and/or the strap line 'Safer Bromsgrove/Redditch/Wyre Forest - supported by the North Worcestershire Community Safety Partnership.'

Monitoring and Evaluation

- A review of the communications strategy will be undertaken on an annual basis.
- All communications activities will be collated and reported on a quarterly basis to the North Worcestershire CSP.
- A process to evaluate the effectiveness of communication activities will be developed.

Crime and Disorder Scrutiny

Panel

No Direct Ward Relevance

4th October 2012

WORK PROGRAMME

(Report of the Chief Executive)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
ALL MEETINGS	REGULAR ITEMS	(CHIEF EXECUTIVE)
	Minutes of previous meeting	Chief Executive
	Minutes from recent meeting of the Redditch Community Safety Partnership's Strategic Board	Relevant Partnership representative(s)
	Referrals from Council or Executive Committee, etc. (if any)	Chief Executive
	Task & Finish Groups - feedback	Chief Executive
	Committee Work Programme	Chief Executive
	REGULAR ITEMS	
	Annual Strategic Assessment – Executive Summary	Relevant Partnership representative(s)

Crime & Disorder Scrutiny

Panel

4th October 2012

OTHER ITEMS - DATE FIXED		
4th October 2012	North Worcestershire Community Safety Partnership Performance Framework – July 2011 to July 2012.	Relevant Partnership representative(s)
4th October 2012	Police and Crime Commissioner Elections	Relevant Partnership representative(s)
OTHER ITEMS – DATE NOT FIXED		